

TOPO Monthly Invoice Verification Form	
Please Return this Form to Meiling Lincoff (SFD-2) by: TUESDAY, 09/06/16	
Date Monthly Progress Report and Invoice Distributed to TOPO: 8/25/16	
Contractor: CB&I Federal Services LLC	Contractor No.: EP-S9-13-02
TO No.: 018-RSBD-09GU	Site Name: Anaconda Copper
Invoice No: 28	Contract PO: Maria Velez
Amount Billed: \$21,774.26	TOPO: David Seter
Period of Performance: 7/01/16 - 7/31/16	
Voucher Overview also including Reviewing Summary of Costs by Task: Please mark Y (Yes), or N (No), or NA and provide written explanations when answers are "no."	
<input type="checkbox"/> Y 1. Are specific costs correctly broken down, accumulated, and billed?	
<input type="checkbox"/> Y 2. Does the invoice period of performance (PoP) cover the progress report PoP?	
<input type="checkbox"/> Y 3. Are the billed costs authorized by the task order workplan?	
<input type="checkbox"/> Y 4. Is the math accurate?	
<input type="checkbox"/> Y 5. Are the accumulated costs and level of effort invoiced within the estimates of the approved workplan?	
Labor	
<input type="checkbox"/> Y 6. Is the labor mix consistent with the workplan?	
<input type="checkbox"/> Y 7. Are the labor hours commensurate with work completed in PoP?	
<input type="checkbox"/> Y 8. Are the labor categories similar to the last PoP?	
<input type="checkbox"/> NA 9. If not, is there an appropriate rationale for the change?	
<input type="checkbox"/> NA 10. Were billed premiums for overtime authorized by the CO or allowable in the contract?	
Other Direct Costs	
<input type="checkbox"/> NA 11. Was CO's consent for any charges for subcontractors received in advance?	
<input type="checkbox"/> NA 12. Is the level of subcontract effort charged commensurate with the level of progress made?	
<input type="checkbox"/> Y 13. Do travel expenses appear reasonable and within the approved budget?	
<input type="checkbox"/> NA 14. Do supply and material costs appear appropriate for the tasks completed this month?	
<input type="checkbox"/> NA 15. Did equipment purchase have prior CO approval as required by property procedures?	
<input type="checkbox"/> Y 16. If present, does the amount of ALL other direct costs seem reasonable and commensurate with the work performed?	
Please check one of the statements below and provide verification signature. Keep the invoice and monthly report for your record. If there is any unreasonable and/or confusing information, please send your request for explanation/clarification through an email to the contractor and always include Maria Velez and Meiling Lincoff in the "cc."	
<input type="checkbox"/> Y I agree with this invoice. Sufficient progress has been made by the contractor to support payment of the work performed.	
<input type="checkbox"/> Contractor must provide additional justification for verification of costs and/or hours on this task order.	
<input type="checkbox"/> Cost listed below should be withheld since they cannot be verified.	
Comments/Explanation:	

<h2 style="text-align: center;">Mandatory TOPO Monthly Performance Evaluation Form</h2>	
<p>Please rate each criterion and provide positive feedback or problem areas that need to be addressed.</p> <p>The minimum acceptable rating is “Good.” The rating below “Good” or any problem areas indicated below should be addressed immediately by Project Officer and contractor Program Manager.</p> <p style="text-align: center;">5 – Outstanding 4 – Excellent 3 – Good 2 – Fair 1 – Poor 0 - Unsatisfactory</p>	
<p>Quality of Services Delivered</p> <p>Good quality technical work product was delivered by contractor during this reporting period on OU4 field oversight and OU1 document review and preparation for technical stakeholder meetings.</p>	<p>Rating: <u> 3 </u></p>
<p>Effectiveness of Management</p> <p>The contractor continued to perform a good job at organizing regular conference calls and other communications and has generally provided levels of documentation that enable TOPOs to effectively review invoices. Although, the fact that the contractor charges “lagging hours” for work performed greater than one month prior can make it more difficult for the TOPOs to conduct their review and requires follow up with the contractor.</p>	<p>Rating: <u> 3 </u></p>
<p>Initiative in Meeting Contract Requirement</p> <p>The contractor has done a good job at fulfilling contract requirements, and generally submits sufficiently detailed progress reports in support of invoices and supplementing this information as necessary at the request of the TOPOs. Contractor has been readily available to discuss technical and administrative work on the project in support of progress reports and invoices.</p>	<p>Rating: <u> 3 </u></p>
<p>Timeliness of Performance</p> <p>This review period the contractor did a good job meeting deliverable dates for OU4 field oversight and OU1 document review and preparation for technical stakeholder meetings.</p>	<p>Rating: <u> 3 </u></p>
<p>Cost Control</p> <p>Burn rate has generally been lower than contractor’s work plan budget estimates, although this month’s invoice was considerably higher due to the contractor’s process of charging lagging hours as discussed above. This created more review complexity for the TOPO but overall the contractor is rated good at cost control.</p>	<p>Rating: <u> 3 </u></p>
<p>Business Practices</p> <p>The contractor has continued to be responsive to TOPOs previous requests for more detailed information on progress reports. Burn rates have generally been lower than budget estimates. A rating of “fair” is assigned due to the fact that this invoice period there were a significant number of hours charged as “lagging hours” creating more time and analysis for TOPO review and a much higher invoice amount this period.</p>	<p>Rating: <u> 2 </u></p>
<p>Customer Satisfaction</p> <p>The contractor continues to perform good work on a highly complex project with multiple stakeholders. A rating of “good” is assigned for this review period with that rating being assigned in all categories other than business practices, reflecting the one negative review comment by TOPOs for this invoice: that there were a significant number of hours charged as “lagging hours” creating more time and analysis for TOPO review and a much higher invoice amount this period.</p>	<p>Rating: <u> 3 </u></p>
<p>Signature & Date:</p> 	
<p>I have reviewed the monthly progress and financial reports and verify to the best of my ability the costs incurred.</p>	